

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 13th June 2011 at 7:00pm at St Stephen's Cemetery

PRESENT: Councillors: R Austin, P Clements, M Gee, D Holley, C Oakes, W Phillips.

ALSO PRESENT: Reverend A Butler
Mr D Fowell (PFS Funeral Director)
Mr B Jones (St Stephens PCC)
Mr J Reid (St Stephens PCC)
Councillor Mrs S Hooper MBE
Mr D Berry (Saltash Fire Station)
1 Member of the public
Mr R Lane (Town Clerk)

APOLOGIES: Mr D Bartlett (Grounds person)

HEALTH AND SAFETY ANNOUNCEMENTS

Councillor Austin informed those present of the actions required in the event of a fire or emergency.

Mayor in the Chair.

1/11/12 ELECTION OF CO-CHAIRMEN

The Mayor in the Chair to receive nominations to elect Co – Chairmen.

Councillor Clements nominated Councillor Austin as Co - Chairman.

Councillor M Gee seconded the nomination.

Councillor Austin was unanimously elected Co - Chairman

Mr Reid nominated Reverend Butler as Co - Chairman .

Mr Jones seconded the nomination.

Reverend Butler was unanimously elected Co - Chairman

It was **RESOLVED** that Councillor Austin and Reverend Butler be Co - Chairmen.

Councillor Austin in the Chair.

2/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
None			

Prior to the commencement of the formal meeting the Co – Chairmen conducted a site visit around St Stephens and Churchtown cemeteries to familiarise those present with items to be considered on the agenda.

The meeting reconvened in the church and Councillor Austin took agenda item 15, Urgent non-financial matters brought forward at the discretion of the Co – Chairmen, first.

3/11/12 URGENT NON-FINANCIAL MATTERS AT DISCRETION OF THE CHAIR

Saltash Fire Fighters Memorial

Mr Berry and Councillor Mrs S Hooper MBE proposed that a memorial head stone be erected, in memory of the six Saltash fire fighters killed in action during the Blitz in 1941, which would be funded by Saltash fire station.

Reverend Butler informed those present of the application process for the erection of a head stone and reported that in principle he supported the initiative, if it met the application criteria.

It was **RESOLVED** that a memorial head stone be agreed to in principle, subject to further detail and a formal application.

4/11/12 QUESTIONS FROM THE PUBLIC

Mrs Hooley, a neighbour of the cemetery, spoke regarding various concerns she had regarding the effect cemetery trees bordering her property were having on her quality of light and property maintenance.

Members discussed this issue and other items relating to tree maintenance in the cemetery.

It was **RESOLVED** that the Clerk obtain reports and individual tree work quotes to:

1. Inspect all trees on the north boundary to determine the maximum amount the trees can be cut back and reduced.
2. Inspect the cherry trees on the east boundary to determine how they died.
3. To remove the dead cherry tree central to a seat in the centre of the cemetery.

5/11/12 END OF YEAR BUDGET OUTTURN FIGURES FOR 2010/11

It was **RESOLVED** that the item be deferred to the next meeting.

6/11/12

BURIAL ADMINISTRATION

(a) Update

Reverend Butler reported that, due to an increase in cremations and other forms of internment, such as woodland burials, it was anticipated that the new cemetery at Churchtown would not be needed for 18 months to two years.

(b) Software

Councillor Austin reported that, due to the current administration load at the Guildhall and the time available to source software for the new cemetery, the item could be deferred for 12 months, or sooner if the usage increases.

It was **RESOLVED** that the reports be noted.

7/11/12

CHURCHTOWN CEMETERY EXTENSION

(a) Grounds person's report

In the absence of the Grounds person, Members received a written report.

It was **RESOLVED** that:

1. Bonds would repair the gates as part of the snagging list.
2. The grounds person would replace the toilet panels.
3. It be noted Councillor Austin is going to have a stop tap fitted to the cattle trough as part of the contract with Bonds.
4. The Clerk to contact the DVLA to register and obtain approval for the use of the lane for equipment movement between cemeteries.
5. Allotment holders be notified that no dogs are allowed on site, even in cars.

(b) Report on current position

Councillor Austin reported that a post code had now been allocated which is PL12 4AP.

He further reported that the snagging list was being worked on and a final financial statement was expected shortly.

It was **RESOLVED** that the report be noted.

(c) Update on regulations to govern new cemetery

Councillor Austin reported on the issue of speeding cars in the cemetery and allotment areas.

It was **RESOLVED** that:

1. A speed restriction of 5 mph be introduced into the regulations and a notice be placed in the new notice board.
2. Allotment holders be notified of the speed restriction on site.

(d) Staffing

The Clerk reported that the Grounds person was now working the new hours and conducting the additional work, however it was too early in the new cemetery's development and use to determine the impact of the hours and workload.

It was **RESOLVED** that the item be considered at a future meeting, following a report from the Grounds person.

(e) Speed limit

This item was covered in under (c).

(f) Sponsorship of gardens

The Co-chairmen thanked Mr Fowell of PFS for the generous sponsorship of the front cemetery gardens.

It was **RESOLVED** that the report be noted.

(g) To consider location for gift of copper beech.

It was **RESOLVED** that, upon the removal of the dead cherry tree in the centre of the cemetery, that the seat be moved back and the copper beech be planted as a replacement for the cherry tree in the centre of the seat.

(h) Weeding of front wall

The Board considered options for the weeding of the front wall.

It was **RESOLVED** that the Grounds person would use a weed killer to spot spray direct onto the weeds, to preserve the integrity of the wall and well being of the existing planting.

(i) Front plots

This item was covered under (f).

(j) Lock on main gates

Councillor Austin reported that the issue had now been resolved.

It was **RESOLVED** that the report be noted.

(k) Signage

(i) Dog signs

The Board considered the introduction of “No dogs” signs.

It was **RESOLVED** that a “No dogs” sign be placed in the new notice board.

(ii) Notice board

The Board considered various options and quotes for a notice board.

It was **RECOMMENDED** that:

1. A notice board and its installation be procured from Parc Signs, to the value of £1187.42, to be financed from the cemetery extension capital budget.
2. The notice board be green with a green background, complete with the Town Council title and seals.
3. The notice board be located in the right hand, outside front garden.

(l) Final account for the cemetery extension

It was **RESOLVED** that the item be deferred to the next meeting.

(m) Any other items relating to the cemetery extension

None.

8/11/12 ST STEPHEN’S CEMETERY

(a) Grounds person’s report

In the absence of the Grounds person, Members received a written report.

It was **RESOLVED** that:

1. Mr Reid would liaise with Mr Hopper to rework the gates.
2. The Grounds person will procure the top soil holding area boards and stakes from the Town Council’s supplier.
3. The Clerk will write to two burial plot holders regarding the use of plastic surrounds and gravel.

(b) Murderers Plot and Plaque

Councillor Austin clarified that the plot is part of Churchtown cemetery.

He further reported that the Venture Scouts have promised to work on the stone wall to enhance the area.

Mr John Reid is applying for funding for an information board.

It was **RESOLVED** that the report be noted.

(c) Base cut of western wall

The Board considered the condition of the western wall road.

It was **RESOLVED** that the Clerk contact Highways to request the road adjacent to the wall be scraped and cleared.

(d) Soil build up on southern hedge

This item was covered under (a)2.

(e) Time estimation on full capacity

This item was covered under 5/11/12(a).

9/11/12

EQUIPMENT

(a) Quotations for heavy duty ride-on mower

The Board considered quotes for the procurement of a mower and ride-on mower.

It was **RECOMMENDED** that the following be procured from Cornwall Farmers:

1. Wright mower at a cost of £2985.60.
2. Westwood ex-display ride-on mower at a cost of £3500.
3. Trade in to the value of £400 plus VAT for the existing Husqvarna Rider 16 mower.
4. Quote for a three year maintenance programme for the equipment.

Also that the machinery be funded from the replacement equipment budget EMF.

(b) List of proposed new equipment

It was **RESOLVED** that the item be removed from the agenda.

10/11/12

WORK UNDERTAKEN

It was considered this item had been covered under previous agenda items.

(a) Tombs

(i) Cornwall Council Maintained Memorials

Councillor Austin reported that work was progressing to address the maintenance requirements.

It was **RESOLVED** that the report be noted.

(b) Trees

(i) Safety Assessment

It was considered this item had been covered under previous agenda items.

(ii) Trees on northern side

The Clerk reported he was awaiting the additional safety report commissioned with the County Tree Officer regarding the oak tree adjacent to a neighbouring property.

It was considered all other issues had been covered under previous agenda items.

It was **RESOLVED** to note the report.

(iii) Work Undertaken

The Clerk reported that work orders had been placed with the County Tree Officer, as per the last inspection report, and work was awaited.

It was **RESOLVED** to note the report.

(c) Allotment bank maintenance

Councillor Austin reported that there was a health and safety issue regarding the Grounds person cutting the allotment bund and that he was arranging for the allotment holders to carry out the maintenance, and they have been advised to apply for their own strimmer via the Community Chest funding.

It was **RESOLVED** to note the report.

(d) Other Urgent Health and Safety Issues

None.

12/11/12 PRESS RELEASES

None.

13/11/12 DATE OF NEXT MEETING

Monday 12th September 2011 – 7pm at the Guildhall.

Rising at 9.30 pm.

Signed: _____
Chairman

Dated: 7th July 2011